



**Special Event Permit
Downtown Mall, Street Use,
and Amplified Sound**

Issued by the City of Springfield, MO

Shamrocks & Shenanigans

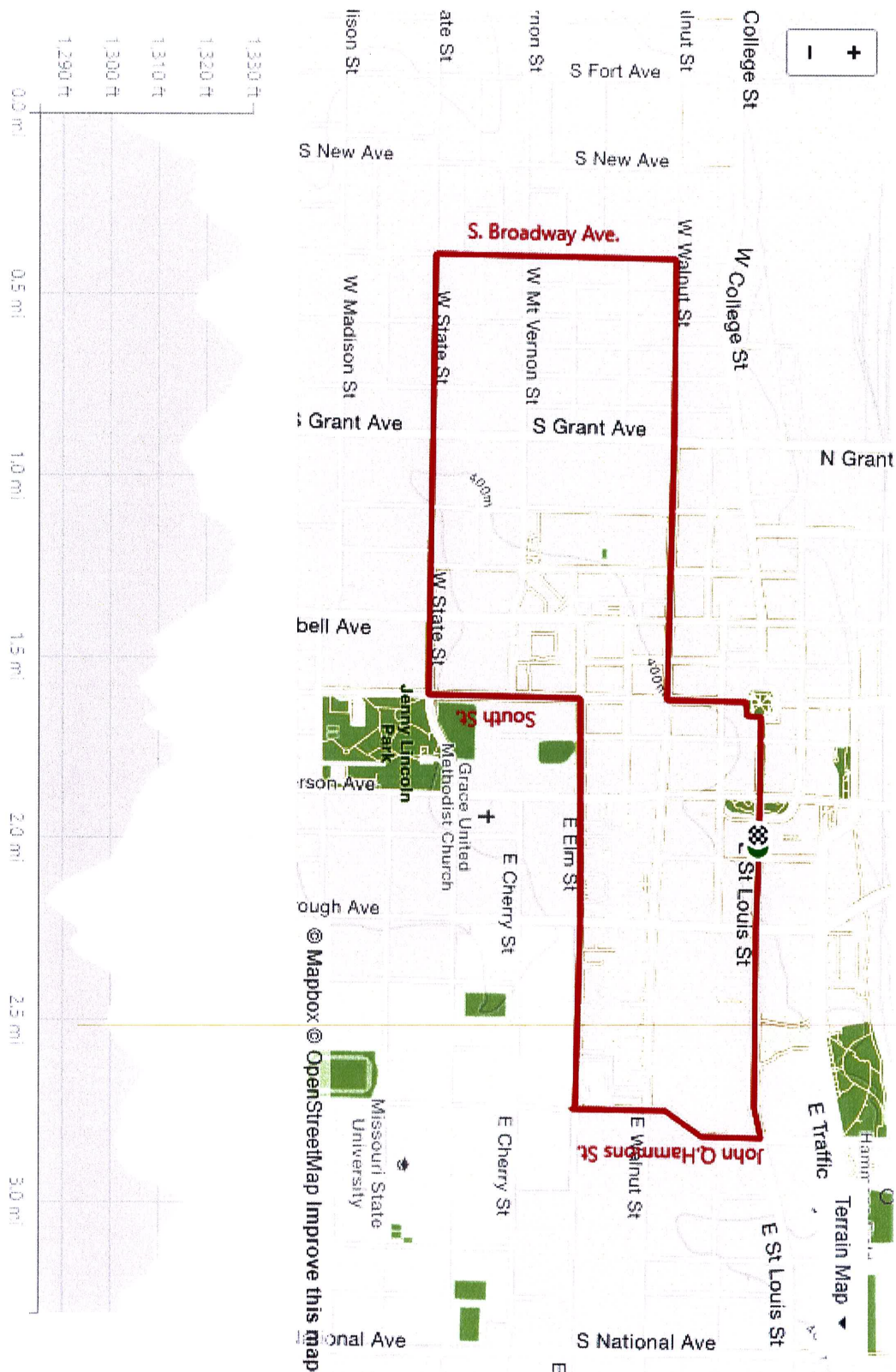
Approved event scheduled for:

Date: March 19, 2022
Time: 8:00 a.m. – 12:00 p.m.
Location: Park Central Square and Downtown Vicinity
Est. Attendance: 800

Approved by *Sharon Spain*
Special Event Permit Coordinator
Date Approved: 3/1/22

CONDITIONS:

- 8 Greene County Deputies are required for traffic safety
- Volunteers wearing safety vests stationed at non-lighted intersections along the route.
- All vendors must be licensed prior to event date.
- Picnic/Catering license is required for the serving of alcohol.
- An Emergency Action Plan (EAP) must be created and communicated to all staff members working at the event. This EAP must cover situations such as, but not limited to, inclement weather and violent acts occurring during the event. (Questions regarding this requirement shall be directed to Division Chief Jeffrey Prior, Bureau of Fire Prevention, at 417-874-2340 or by email at jprior@springfieldmo.gov)



Spain, Sharon

From: noreply@civicplus.com
Sent: Tuesday, November 30, 2021 7:30 PM
To: Spain, Sharon
Subject: Online Form Submittal: Special Event Permit Application

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Special Event Permit Application

City of Springfield Special Event Permit Application

All proposed events on private property that require a Special Event and/or Amplified Sound Permit must have an approved risk mitigation plan in place to reduce the threat of potential spread of the coronavirus.

The mitigation plans shall at minimum include, but not be limited to, the following guidelines:

Describe the measures that will be put into place to ensure CDC guidelines for physical distancing of people at 6 feet apart.	We will implement a rolling start so that runners can space out, and the event will be held outside to mitigate risk.
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Describe the measures that will be put into place to ensure CDC guidelines for cleaning and sanitizing any public spaces.	All food will be served prepackaged by attendants with gloves and masks. Sanitization will be readily available.
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Do you agree to provide a complete list of all people working, volunteering and to the largest extent possible, attending the event to include name, phone number, and county of residence within 24 hours of the event's conclusion?	Yes
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Organization Name	Endurance Science LLC DBA Fleet Feet Springfield
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Address	1254 E REPUBLIC RD
Contact Name	Silas Misener
E-mail Address	silas@fleetfeetsspringfield.com
Home or Desk Phone	4178907200
Cell Phone	<i>Field not completed.</i>
Fax	<i>Field not completed.</i>
Second Contact Person	<i>Field not completed.</i>
E-mail Address	<i>Field not completed.</i>
Home or Desk Phone	<i>Field not completed.</i>
Cell Phone	<i>Field not completed.</i>
Fax	<i>Field not completed.</i>
Promoter, if different from Organization, & Address	<i>Field not completed.</i>
E-mail Address	<i>Field not completed.</i>
Home or Desk Phone	<i>Field not completed.</i>
Cell Phone	<i>Field not completed.</i>
Fax	<i>Field not completed.</i>

Event Information

Event Name	Shamrocks and Shenanigans
Event Description	Run/Walk/Bicycle
Please upload 501(c)(3) documentation if required.	<i>Field not completed.</i>
If you checked Other above, please describe.	<i>Field not completed.</i>
Event Date(s)	3/19/2022
Alternate Event Date(s)	<i>Field not completed.</i>
Event Location	Street

Renting the Springfield Expo Center Lot (Please reserve 4-6 weeks in advance)
 Use of the vacant lot at 735 E. Trafficway, requires a \$1,000 rental contract, certificate of insurance for a \$1 million general liability policy naming the City as an additional insured and the completion of a hold harmless agreement for any action arising out of your use of the property. If liquor is sold or served, please request a letter from the City Manager granting permission for such use on public property. Once that permission is granted, the City Licensing Department is notified and will proceed with the liquor catering/picnic license process. The state will issue that license. This entire process could take 5-10 business days. Liquor Liability (\$1 million policy) For events selling or serving alcohol, each liquor vendor is required to provide liquor liability insurance naming the City as an additional insured is required. A third party agreement may be required with your liquor vendor.

Name of Park and/or Street Park Central Square and E. St. Louis St.

Event Address & Zip 438 E St Louis St, Springfield, MO 65806

Note: If this event will take place solely in a Springfield-Greene County Park, please call 417-864-1049 to reserve the park facilities.

Is this a charity event? No

Organization benefiting
from proceeds *Field not completed.*

% of proceeds being
donated NA

Is this a first-time event? Yes

If no, what was the last year
the event was held? *Field not completed.*

Please list any variations
from the last year the event
was held. This will be similar to the old Ultramax Shamrox run, we're doing an event to fill that gap in their absence this year.

Event Operations

Event Set Up Starts: 3/19/2022 2:00 AM

Event Set Up Complete By: 3/19/2022 8:00 AM

Event Start: 3/19/2022 8:00 AM

Event Close: 3/19/2022 12:00 PM

Event Teardown Starts: 3/19/2022 12:00 PM

Event Teardown Complete
By: 3/19/2022 2:00 PM

Estimated Attendance Per Day	800
Will this event be open to the public?	Yes
Will you be charging admission?	Yes
Will you be accepting donations?	No
Are you wanting to close a City street for your event?	Yes
Please indicate the street(s)/cross streets(s) you propose to close and what dates and times.	<p>We have three events, so there will be three separate courses. The 5k is a previously approved course to make this a little easier</p> <p>Beer Mile: (10am - 11am) Circling Park Central Square. We will need to block off all four entrances to the square for this hour.</p> <p>5k: (8:30am - 10am) (this is a previously approved route we used for the 2021 Santa Run on Dec. 11, I couldn't upload two pdfs on the submission form but am happy to email a map to you) East Saint Louis Ave --> South John Q Hammons Parkway --> East Elm Street --> South Ave. --> West State Street --> South Broadway Ave. --> West Walnut Street --> South Avenue --> Park Central South/Park Central Square --> Saint Louis Avenue.</p> <p>15k: (Pdf uploaded as well) Park Central East --> Park Central Square --> Park Central North --> West Olive Street --> North Campbell Avenue --> West Phelps Street --> North Sherman Parkway --> East St. Louis Street --> South Florence Avenue --> East Walnut Street --> South Kimbrough Avenue --> East Cherry Street --> MSU Busway --> East Bear Blvd --> South Holland Avenue --> East Madison Street --> South Thomas Avenue --> West State Street --> South Missouri Avenue --> West Lombard Street --> South Newton Avenue --> West Walnut Street --> North Fort Avenue --> West Water Street --> North Nettleton Avenue --> West Phelpes Street --> North Fort Avenue --> West Phelpes Street --> North Grant Avenue --> West Walnut Street --> South New Avenue --> West Mt. Vernon Street --> South Avenue --> Park Central Square --> Park Central East --> Finish</p>
From:	3/19/2022 7:45 AM
To:	3/19/2022 11:00 AM

Upload Event Route	<u>Shamrocks 15k course map.png</u>
Food will be	Served
How will food be prepared?	<i>Field not completed.</i>
Please list the contact information for each temporary food vendor that plans to serve food at the event.	
Food Vendor 1:	<i>Field not completed.</i>
Contact name	<i>Field not completed.</i>
Mobile phone number	<i>Field not completed.</i>
E-mail address	<i>Field not completed.</i>
Will more than one food vendor be serving food at the event?	No
Will electricity be provided to the food vendors?	Yes
If yes, please describe contingency plan for additional power if needed.	We will bring generators. We would like to use the power outlets on the park central square stage for the band and will need to get that turned/unlocked by the city.
Will alcoholic beverages be available at your event?	Yes
Alcoholic beverages will be	Given away
What type of alcoholic beverages?	Beer
Please provide the address at which alcohol will be sold, given away and/or consumed.	Park Central East just off the square
Name of business or organization that will be responsible for obtaining any necessary liquor permits, such as catering or picnic permits from the state of Missouri.	Mother's Brewing
Alcohol Will Be Served From:	3/19/2022 8:30 AM

To:

3/19/2022 12:00 PM

City of Springfield Noise Standards

(a) Maximum noise level. No operation or activity shall cause or create noise in excess of the sound levels prescribed below. (b) Sound level standards. The maximum permitted sound level shall be at a volume so as to not unreasonably and knowingly disturb or alarm another person or persons by loud noise. (c) Variations and exemptions. 1. The following uses and activities shall be exempt from the sound level standards: a. Noises not directly under the control of the property user; b. Noises emanating from construction and maintenance activities between 7:00 a.m. and 11:00 p.m.; c. The noises of safety signals, warning devices, emergency pressure relief valves and emergency electric generators; and d. Noises from moving sources such as automobiles and trucks on public right-of-way, railroad equipment on railroad right-of-way and railroad spurs on private property, and airplanes.

Will there be live entertainment, music or amplified sound at your event? Yes

If so, will stages be built? No

How many? Field not completed.

Performances will start 3/19/2022 10:00 AM

and conclude 3/19/2022 12:00 PM

Will tents be erected for your event? No

If you checked Yes, [click here to view tent permits and guidelines and to fill out an application for a tent permit.](#)

Will additional electrical wiring be installed for the event? No

How will you get electricity to your event? Utility power

Will access to water be required for the event? No

Will restroom facilities be required for the event? No

Have you arranged for security at your event? Yes

If so, who will be providing security? Please provide Organization, Address and Phone.	We will be hiring Greene County Deputes to secure the route and to provide security at the finish area where beer is consumed.
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Note: Applicant is responsible for security personnel for the duration of the event. The number of security officers or police officers will be determined by the Springfield Police Department based on the nature of the event. Please contact the Police Department at 864-1727 for questions or clarification.

Describe your plans for Emergency Medical Services.	We will notify first responders of our event and have an onsite medical professional to provide first aid.
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Describe your plans for event trash removal, as well as any organizations or persons directly involved with this aspect of the event.	Trash receptacles will be brought and all trash will be removed to our offsite dumpster.
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Describe your plans for food-vendor wastewater disposal, as well as any organizations or persons directly involved with this aspect of the event.	No wastewater will be created for this event.
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Note: Additional City Permits/Licenses/Insurance Certificates may be required. Applicant is responsible for obtaining all additional permits/licenses/insurance certificates required upon issuance of this use permit. Applicant must check and agree to abide by the following conditions to obtain this permit.

CLEAN UP	I agree
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INSURANCE	I agree
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Your event may qualify for insurance through the TULIP Program, which provides low cost general liability insurance to "third party" users of various venues and facilities for events. It protects both the user and the facility against claims by guests who may be injured as a result of attending an event.	<u>Read more about TULIP and how to get a policy.</u>
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UPLOAD Certificate of Insurance	Endurance-Science-LLC-DBA-Fleet-Feet-Springfield-Event-Insurance-Policy.pdf
INDEMNITY	I agree
CITY CODES/PERMITS	I agree
CONDUCT/NUISANCES	I agree
UPLOAD Event Site Map or Sketch here.	Shamrocks 5k course map.png
HOLD HARMLESS AGREEMENT	Download
UPLOAD signed Hold Harmless Agreement (if required)	Shamrocks hold harmless 2022.pdf
Signature	By checking this box and typing my name below, I am electronically submitting my signature.
First Name	Silas
Middle Initial	<i>Field not completed.</i>
Last Name	Misener

If you have questions regarding an event or this application, please contact Sharon Spain, Special Event Permit Coordinator, in the Department of Public Information, at 417-864-1105 or sspain@springfieldmo.gov.

Email not displaying correctly? [View it in your browser.](#)